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16 August 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 32
9 - 13 August 1971

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1. On 9 August Mrs. Florence Feinberg from the Department of Commerce met with [redacted] and myself to discuss the Science and Technology Fellowship Program sponsored by Commerce. This is a 9 1/2 month program, which starts in September, which "brings together specialized scientists, engineers, and others who occupy positions with management responsibilities for the study and consideration of national and international issues involving science and technology and related matters." The Agency has been invited to nominate someone for the 1971-72 program. The cost involved is \$400 for Brookings Orientation at Williamsburg and the cost of several field trips. Participants in past years have come from the Bureau of Standards, Department of Transportation, Food and Drug Administration, Atomic Energy Commission, and the Patent Office.

2. In preparation for the move, we are retiring some official records and destroying much paper. To date we have filled 30 100 pound bags.

3. Progress report on the microfilming of OTR's Official Course Folders: Seven boxes containing the files from 1947 through 1959 have now been microfilmed. The cartridges have been reviewed and the reels are fit for permanent retention. We returned the boxes to the Records Center and are awaiting approval for destruction.

4. This week we distributed the semi-annual revised copy of the Agency Training Record to Training Officers. It shows the past 7 years training taken by all employees assigned to their components. A second copy of the ATR was sent to the Senior Training Officers. Training Officers in the Intelligence and Support Directorates received

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separate listings by service designation. Because of the great volume of paper involved in listing over 20 years of training information, a seven year cutoff date was set by OCS to make the ATR a more workable tool. At our request, some courses are not affected by this cutoff date, e.g., Senior Officer Schools, National Interdepartmental Seminar, and Midcareer.

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6. Requests are pouring in for the fall semester part-time academic courses at local universities and colleges. Our deadline in order to be included in the composite tuition advance is 25 August, and the date for the advance itself is 7 September. With the move to the Chamber of Commerce Building set for 30 August, we are having a busy time. Requests are again running the gamut of academic disciplines and are coming from all Directorates, with the majority from the DDI and DDS&T. Courses cover the usual graduate level instruction in economics, mathematics, statistics, area study, physics, information science, records administration, business administration, contracting, etc.

7. Administrative briefings were given to:

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a. [redacted] OP, one semester of sponsorship, Public Administration at the University of Maryland. Mr.

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Total cost: \$746.

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b. [redacted] OP (assigned to FE), for one semester of academic training in Psychology at George Mason College. Total cost: \$315.

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c. [redacted], IAS, who will be the first Agency employee to attend the CSC's newly established Executive Seminar Center at Oak Ridge, Tennessee. The two week

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seminar on "Effects of Technological Development" begins
22 August.

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d. [] and []
OC, for the fall 1971 session of the Program for Management
Development at Harvard University. The fourteen-week
program begins 12 September. Cost for each student, including
tuition, per diem, and travel, is over \$6,000.

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e. [] OSI, who departs on 24 August
for two and one-half years of training in electronic engineering
at Stanford University.

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8. The Training Officer of OER informed AIR on 12 August
that Dr. [] Director, OER, is transferring to the Department
of Commerce and that the DDI personally asked that Dr. [] cancel
his planned sabbatical at Harvard and remain in Washington. The
second cancellation of full-time academic sponsorship also came
from OER, this for [] University of Maryland. Mr. []
is resigning (better now than later!).

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9. The next National Interdepartmental Seminar, 13 September,
still stands at three (OS, OC, and NPIC); with a quota of eight,
we have again alerted O/DDS. We had a note on this in a recent
Newsletter.

On the subject of the NIS, we found to our surprise this
week that the Agency actually had six students in the July running,
rather than five, as reported to DDS. Mrs. []
GS-13, CA Staff, was enrolled by the CS at 4:30 on Friday before
the Monday beginning date. She was briefed by [] by
phone, at [] request. Everyone assumed that we,
and therefore, CCS, were aware, but we were not!

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10. We are attempting to procure a slot for the Office of
Communications in a Navy course, "Fleet Work Study Atlantic,"
which will be conducted at the Naval Station in Norfolk from 20
September through 29 October. The nominee, [] needs
to "become familiar with general work measurement techniques."

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11. Mr. [] GS-17, Chief, Staff Communications
Division, Office of Communications, has been enrolled in a special
management program being conducted at the University of California
from 20 - 25 September, "Engineering and Management." Mr. []
will attend overtly; tuition is \$475.

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12. Much to AIR's surprise, two training requests arrived in
the mail on 5 August, routinely, for full-time language training at
the Foreign Service Institute, one for Latvian and the other for Burmese.



13. We have just been informed by Neil Huntley, Faculty Representative, Naval War College, that a second of our 1971 graduates has been named as "outstanding" by the Commandant in the final evaluation -- [redacted] AF Division, was so honored. (The other officer was [redacted] reported in an earlier weekly.) We called the Chief of Support, AF, with this news, since

[redacted]
at NWC [redacted] delayed receipt of the evaluation itself; [redacted] but Huntley is sending copies to us via our P.O. Box. With [redacted] making such an outstanding record at the National War College, and now Mr. [redacted] at Naval War, AF Division must be very pleased!

14. Books from the OTR Library which are lost by the borrower must be replaced. As of 1 August, we are charging the loser the replacement cost and, if out of print, we will charge the cost of a comparable book. One book has been replaced to date at a cost of \$10.00.

15. The Library has received a list of the college catalogs which SRS/DDI requires. We will send them the copies they require on a continuing basis.

16. [redacted] worked for two days with [redacted] cutting the [redacted] It is now ready to have the narration added.

17. Four bids are being evaluated for the sound system contract at Chamber of Commerce Building. They range from \$20,000 to \$30,000.



Chief
Instructional Support Staff

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